

U.S. GPO: 1983 O-674-0861-257

UNITED STATES GOVERNMENT

2-Way Memo

Subject: Request for VIP Visitor Parking and
Candy-striped Badges for 4 August 1983

To : Chief, Hdqs Security Branch, PSD/OS
Chief Receptionist

INSTRUCTIONS

Use routing symbols whenever possible.

SENDER (Originator of message):

Use brief, informal language.

Conserve space.

Forward original and one copy.

RECEIVER (Replier to message):

Reply below the message, keep one
copy, return one copy.

DATE OF MESSAGE

ROUTING SYMBOL

25 July 1983

SIGNATURE OF ORIGINATOR

TITLE OF ORIGINATOR

O-D/ODP

FOLD

FOLD

STAT

Ms. Marina Young, IDC, will be visiting [redacted] DD/ODP,
for a meeting on 4 August at 9:00 a.m. to approximately 10:00 a.m. in
room 2D00 Headquarters.

Please direct Ms. Young to VIP visitor parking lot in front of the main
entrance.

STAT

A candy-striped type of badge will be needed. Call Patty or Jean on [redacted]
for escort.

Thank you.

REPLY

Orig- D/HSB/PS/OS

1- C/Receptionist

1 -ODP Security/General

1 -ODP Liaison/Priv Industry/IDC

1 -Jean (FYI)

DATE OF REPLY

ROUTING SYMBOL

SIGNATURE OF REPLIER

TITLE OF REPLIER

From :